

Estimating Department Associate FT

R24/7 Manpower is seeking a creative and talented individual who loves learning and is motivated to work for a post construction cleaning organization. Our projects range from small to large.

What We Are Looking For:

- Must be able to read floor plans and translate the information for the office team
- Bilingual – Spanish
- Computer/Tech savvy
- Strong desire to learn
- A problem solver – find answers and solutions
- Exceptional organizational skills
- Team player
- Adaptable
- Strong communication and interpersonal skills

General Tasks (not limited to):

- Read floor plans and work on estimates for Bids or RFPs (request for proposal)
- Create, edit, and distribute word/excel documents (proposals, service tickets, manifests etc.)
- Track daily and weekly service tickets in our system
- File: digital and physical

Experience:

No prior professional experience required, but a willingness to learn. PAID training.

Education:

College degree or in progress (Associates or Bachelors)

Salary:

\$18.00 an hour

Job Type & Schedule:

Full-time

Monday to Friday

Start Date:

As soon as possible!

Company's Website:

<https://r24-7manpower.com/>

INTERESTED?

Please send all resumes to: HR@R24-7Manpower.com